Due Date: Must be submitted to your course instructor (undergrad only) and the Field Placement Coordinator (all students) no later than the date outlined in your placement email. Email of a scanned document is preferred. Please do not use abbreviations for the school/division.

Name of Student: ___________________________________ Mentor Teacher: _________________________________________

Placement: ______________________ School Division: ______________________ School: ______________________ Grade/Subject: ______________________

Program (circle one): Residential MBU Online PBTL BA/MAT MAT MEd MS Semester/Year ______________________

Undergrad: ED 110 ___ ED 111 ___ ED 300 ___ ED 310 ___ ED 315 ___ ED 324 ___ ED 345 ___ ED 363 ___
Graduate: ED 510 ___ ED 511 ___ ED 512 ___ ED 513 ___ ED 514 ___ ED 525 ___ ED 643 ___ ED 649 ___

<table>
<thead>
<tr>
<th>Date</th>
<th>Observation</th>
<th>Preparing Materials</th>
<th>Active Role (teaching, co-teaching, leading mtgs., etc.)</th>
<th>Notes</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Write the number of hours/minutes you participated in each type of activity</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Number of Hours Student Completed ________________

______________________________________________________  ___________________________________
Mentor Teacher’s Signature Date

Please submit a copy of this form to your instructor (undergrad only) and to the Field Placement Coordinator (all students): Lori Wall, lwall@marybaldwin.edu, Field Placement Coordinator, College of Education, Mary Baldwin University, PO Box 1500, Staunton, VA 24402.